

Seller Name:

Telephone:

DATE OF CLOSING:

Seller's Forwarding Address:

APPLICATION FOR CLOSING LETTER

Notes

This application must be submitted a minimum of five (5) business days prior to the date of closing. **FOR OFFICE USE** Please email this document to closinggroup@waukeqanil.gov with the address in the subject line or mail to: City ONLY Collector, 100 N Martin Luther King Jr. Ave, Waukegan, IL 60085. \$100.00 fee will be included on your closing letter for this application and due at closing. This closing letter may be ordered by the seller, buyer, and/or agent. This application will NOT be accepted unless completed in full, including Buyer's information. PLEASE PRINT **Date Received** Waukegan Property Address: 60087 60085 60083 60048 60099 Zip Code: Other Property Index Number (PIN)(can be found on tax bill): **Zoning Classification** Lot size (can be found on plat of survey) Length: x Width: sf. = Area Property type: single-family (house) condominium commercial Ward# two-family (duplex or two-flat) townhouse industrial Is the property vacant? YES NO If "yes", since when? Is the property a foreclosure? YES NO **Inspection Date** How many residential units is part of this property? Are any of the bedrooms located below grade? YES NO Date Mailed/Picked Up **Applicant Name:**

| Buyer Name(s): | | | | |
|---|-------------------------------|--------------------------|--------------------|------------------|
| Buyer's Address: | City: | | St: | Zip: |
| Buyer's Telephone: | | | | |
| Driver's License #: (OR Matricula, Passport, State ID#, Fed Tax ID - APPLICATION W | ILL NOT BE ACCEPTED WITHOUT # | #. IT IS REQUIRED TO TR. | ANSFER WATER SERVI | CE TO NEW BUYER) |
| Buyer's email address: | | | | |
| Property will be used for (please check one): | primary residence | rental | resale | other |

By signing below, I agree to disclose all documents provided by the City of Waukegan to the buyer at the time of closing.

Seller/Representative signature Date

email:

5 DAYS REQUIRED FOR PROCESSING